

Registration Policy

1. A participant is registered in the Inner Journey Intensive when a deposit of at least \$250 is received. Until the deposit is received, the participant is not registered.
2. When a participant indicates the intention to register, a place will be reserved for that participant for a specific time period, pending receipt of the deposit. The time periods are:
 - a. Earlier than five weeks before the course: 5 working days.
 - b. Within five weeks of the course: 2 working days.
 - c. At the discretion of the Treasurer, this time period may be extended if the participant's registration is contingent on obtaining a bursary or making payment arrangements.
3. Registrations received in the last 2 weeks should be paid in full.
4. Payments may be made by cheque made out to Inner Journey Canada. Post-dated cheques are accepted. However, the final payment must be dated no later than 2 weeks prior to the program, unless a payment plan has been pre-arranged.
5. To minimize administration, registrants are encouraged to provide both the deposit and post-dated final payment cheques at the time of registration.
6. For registrations made on or just before the early registration discount deadline (5 weeks before the program), the registrant must have their deposit in within the time periods stated above. If the Registrar or the Treasurer does not receive the deposit in that time period, the discount will not apply.

Withdrawals

7. For withdrawals made more than six weeks before the IJ Intensive, the registrant may choose the deposit to be:
 - a. applied to one of the next 3 IJ Intensives with space available (i.e. a time-limited voucher for \$250 will be issued which can be submitted to secure the future registration), or
 - b. refunded, less a \$100 administration fee.

If option a. is selected, but the program is not attended within the timeframe, option b. will apply.

8. For withdrawals made in the six weeks prior to the IJ Intensive, the deposit of \$250 will be forfeited. Payment in excess of the deposit will be refunded, or applied to an Inner Journey within the next year (i.e. one of the following 3 IJ Intensives with space available).

Note: An exception to the deposit forfeiture may apply in exceptional and unforeseen circumstances (e.g. death in the family or serious illness), provided that the registration is transferred to an Inner Journey within the next 12-month period. Only one exception can be made per registrant; a second withdrawal in the last 6 weeks will lead to the forfeiture of the deposit.

9. Any registrant who is screened out by the IJ facilitator team will receive a full refund or a credit towards a future Inner Journey as directed by the facilitator or registrant.
10. In all cases, a full refund will be offered if the registrant finds a replacement who registers for an available space in the program from which they withdrew.